

Hall of Records  
Commission

## REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE

NO. C 331

PAGE  
NO. 1

1. Requesting Agency

St. Mary's County

2. Division or Bureau of Requesting Agency

Board of County Commissioners

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><b>MINUTES OF THE PROCEEDINGS OF THE BOARD</b></p> <p>Size: 8½" x 11" binders            Quantity: 8 binders (Commission Office, 9, Finance Dept. Office)            Dates: 1956 - - (Commission Office, 11, Finance Dept. Office)            File Arrangement: Chronological</p> <p>The Minutes contain the proceedings of the meetings of the Board of County Commissioners relating to the government of the county, the levying and collection of taxes and their allocation and expenditure for the County, County roads, water supply, and sanitation, zoning and planning and appointments to County Boards and commissions to carry our State and County programs.</p> <p>RECOMMENDATION: PERMANENT. TRANSFER MINUTES PRIOR TO 1950 TO THE HALL OF RECORDS AND PERIODICALLY THEREAFTER, RETAINING THE MINUTES OF THE LATEST TWENTY YEARS IN THE OFFICE.</p>	
2	<p><b>SPECIAL SUBJECT FILE</b></p> <p>Size: Legal and Letter Size            Dates: c. 1960 - -            Quantity: 7 legal size file drawers            File Arrangement: By subject and chronologically therein</p> <p>This file covers a few expanded subject entries which are very active and have considerable reference use:</p> <p>General File (special projects)            Mosquito Control</p>	

7. Agency, Division or Bureau Representative

Paul R. Raley

Signature

Adm. Asst.

Title

March 13, 1970

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

March 16, 1970

Date

Mornie L. Radcliff

Archivist

3/17/70

Date

C. E. H. H. H. H. H.

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3	<p>School Bus Supplies and purchases Taxi Cab Licensing Trailer Parks Tax Exemption (65 or over)</p> <p>Material in this file which has continuing administrative or legal value to the operation of the office should be retained until such value ceases after which it may be destroyed according to the recommendation below.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p> <p>GENERAL FILE</p> <p>Size: Legal and Letter Size Dates: c. 1960 -- Quantity: 6 legal file drawers File Arrangement: Alphabetical by subject or name</p> <p>The General File contains correspondence, reports, printed and mimeographed material relating to the operation of the office (see Item 2) arranged by subject or name.</p> <p>This file should be periodically reviewed prior to destruction. Material having continuing legal or administrative value should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	
4	<p>PLAT FILE</p> <p>Size: Varied Dates: c. 1960 -- Quantity: 3 legal file drawers, 4 cu. ft. oversize plats in rolls File Arrangement: By district number and then subdivision or area Index: Plat Index</p> <p>The plats of subdivisions are retained for the use of the County Commissioners in passing upon questions of zoning or water and sewage planning which may come before them.</p> <p>These plats have a separate typescript index in a loose-leaf binder.</p> <p>RECOMMENDATION: RETAIN PLATS PERMANENTLY OR UNTIL WORN OUT AND REPLACED</p>	